

BLANKET PURCHASE ORDER

STATE OF MARYLAND

***** STATE OF MARYLAND *****

BPO NO: 001B5400184

PRINT DATE: 10/29/15

PAGE: 01

SHIP TO:

AS SPECIFIED ON INDIVIDUAL ORDERS

VENDOR ID:

AJ STATIONERS INC
6810 DEERPATH ROAD
SUITE 425
ELKRIDGE, MD
(410)360-4900

21075

REFER QUESTIONS TO:

LISA FORTUNE MCDONALD
(410)767-4084
LISA.MCDONALD@MARYLAND.GOV

ITB: 001IT819654

EXPR DATE: 04/16/16
POST DATE: 10/10/14

DISCOUNT TERMS: . NET 30 DAY
CONTRACT AMOUNT: 400,000.00

TERMS:

ARTICLES HEREIN ARE EXEMPT FROM MARYLAND SALES AND USE TAXES BY EXEMPTION CERTIFICATE NUMBER 3000256-3 AND FROM FEDERAL EXCISE TAXES BY EXEMPTION NUMBER 52-73-0358K. IT IS THE VENDOR'S RESPONSIBILITY TO ADVISE COMMON CARRIERS THAT AGENCIES OF THE STATE OF MARYLAND ARE EXEMPT FROM TRANSPORTATION TAX.

S T A T E W I D E C O N T R A C T

FOR 2016 DESK CALENDARS, REFILLS, STANDS,
DIARIES AND APPOINTMENT BOOKS

MODIFICATION 1: THE EXPIRATION DATE OF THIS CONTRACT HAS BEEN
EXTENDED UNTIL 04/16/16 WITH NO RENEWAL OPTIONS.

PRICE INCREASE BY 2% AND WAS APPROVED.

VENDOR: A.J. STATIONERS, INC.

VENDOR CONTACT: MISSY TURNER - MKELLY@AJSTATIONERS.COM
410-360-4900 EXT. 103

SCOPE OF CONTRACT: TO SUPPLY STATE OF MARYLAND AGENCIES WITH
THEIR REQUIREMENTS FOR 2016 DESK CALENDARS, REFILLS, STANDS, DIARIES,
AND APPOINTMENT BOOKS. VENDOR SHALL MAKE INDIVIDUAL DELIVERIES AND
SEPARATE BILLINGS FOR EACH ORDERING STATE AGENCY. USING AGENCIES
WILL ORDER DIRECTLY FOR THE QUANTITIES REQUIRED, OUTLINING SHIPPING

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TERMS (cont'd):

AND BILLING INSTRUCTIONS.

CONTRACT TERMINATION: CONTRACTS SHALL REMAIN IN EFFECT FOR THE TIME PERIOD SPECIFIED UNLESS THE CONTRACT IS TERMINATED BY THE DEPARTMENT OF GENERAL SERVICES. THE DEPARTMENT MAY TERMINATE ANY CONTRACT WITHOUT SHOWING CAUSE UPON 30 DAYS WRITTEN NOTICE.

THE QUANTITIES LISTED ARE ESTIMATED TOTALS FOR A FOUR (4) MONTH USAGE. SUCCESSFUL VENDOR WILL BE REQUIRED TO MAKE INDIVIDUAL DELIVERIES AND BILLING FOR EACH STATE AGENCY. USING AGENCIES WILL ORDER DIRECT FOR QUANTITIES REQUIRED, SHOWING SHIPPING AND BILLING INSTRUCTIONS.

PRICES BID MUST BE F.O.B. BALTIMORE, ANNAPOLIS, AND ANY OTHER POINT WITHIN A TWENTY (20) MILE RADIUS OF BALTIMORE CITY LINE. DELIVERIES OUTSIDE OF THE TWENTY (20) MILE RADIUS ARE TO BE PREPAID WITH SHIPPING BEING MADE BY THE LEAST EXPENSIVE EXPEDITIOUS METHOD, WITH SHIPPING CHARGE SHOWN, AS A SEPARATE ITEM.

DELIVERIES TO BEGIN OCTOBER 16, 2016. THE STATE OF MARYLAND RESERVES THE RIGHT TO ORDER ADDITIONAL QUANTITIES OF ITEMS PURCHASED THROUGH APRIL 16, 2016.

A REPORT MUST BE FURNISHED BY THE SUCCESSFUL VENDOR IN FEBRUARY DETAILING THE PURCHASE OF ALL ITEMS ON THE CONTRACT. FORMAT SHALL BE AT VENDORS OPTION PROVIDING THAT, AS A MINIMUM, THE REPORT REFLECTS THE CONTRACT NUMBER, CONTRACT ITEM NUMBER, THE DOLLAR VOLUME PURCHASED OF EACH ITEM, AGENCY IDENTIFICATION, AND THE CONTRACT TOTAL. ANY EXCEPTION TO THIS MANDATORY REQUIREMENT MAY RESULT IN CANCELLATION OF THE AWARD. FAILURE TO PROVIDE THE REPORT WITH THE MINIMUM REQUIRED INFORMATION MAY ALSO NEGATE ANY CONTRACT EXTENSION CLAUSES.

PROCESSING FEE:

1. CONTRACTOR SHALL PAY A PROCESSING FEE TO THE STATE IN THE AMOUNT OF ONE PERCENT (1%) OF THE TOTAL CONTRACT SALES. THE PROCESSING FEE IS CALCULATED BASED ON ALL SALES TRANSACTED UNDER THE CONTRACT, MINUS ANY RETURNS OR CREDITS. THE PROCESSING FEE SHALL NOT BE CHARGED DIRECTLY TO THE CUSTOMER, E.G., AS A SEPARATE LINE ITEM, FEE OR SURCHARGE, BUT SHALL BE INCLUDED IN THE CONTRACT'S UNIT PRICES.
2. THE PROCESSING FEE SHALL BE SUBMITTED TO THE DEPARTMENT OF GENERAL SERVICES, FISCAL SERVICES DIVISION, 301 W. PRESTON STREET, ROOM 1309, BALTIMORE, MD., 21201, WITHIN TEN (10) CALENDAR DAYS

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TERMS (cont'd):

FOLLOWING THE END OF EACH CALENDAR MONTH ALONG WITH A MONTHLY USAGE REPORT DOCUMENTING ALL CONTRACT SALES. AN EXCEL VERSION OF THE MONTHLY USAGE REPORT SHALL ALSO BE EMAILED TO THE PROCUREMENT OFFICER CHRISTINE VASILIAU AT CHRISTINE.VASILIAU@MARYLAND.GOV OR TO AWAWU SALAKO VIA E-MAIL TO AWAWU.SALAKO@MARYLAND.GOV.

3. FAILURE TO REMIT PROCESSING FEES IN A TIMELY MANNER OR REMITTANCE OF FEES INCONSISTENT WITH THE CONTRACT'S REQUIREMENTS MAY RESULT IN THE STATE EXERCISING ALL RECOURSE AVAILABLE UNDER THE CONTRACT INCLUDING, BUT NOT LIMITED TO, A THIRD PARTY AUDIT OF ALL CONTRACT ACTIVITY. SHOULD AN AUDIT BE REQUIRED BY THE STATE, THE CONTRACTOR SHALL REIMBURSE THE STATE FOR ALL COSTS ASSOCIATED WITH THE AUDIT UP TO \$10,000.00 OR ONE (1%) PERCENT OF THE CONTRACT'S ESTIMATED ANNUAL VALUE, WHICHEVER IS HIGHER.

PURSUANT TO ARTICLE 41, SECTION 18-201 OF THE ANNOTATED CODE OF MARYLAND, EXCEPT AS PROVIDED IN (B) THE FOLLOWING ENTITIES MAY PURCHASE MATERIALS, SUPPLIES, AND EQUIPMENT UNDER THIS CONTRACT:

- (1) A COUNTY OR BALTIMORE CITY;
- (2) A MUNICIPAL CORPORATION;
- (3) A GOVERNMENTAL AGENCY IN THE STATE;
- (4) A PUBLIC OR QUASI-PUBLIC AGENCY THAT:

- (I) RECEIVES STATE MONEY; AND
- (II) IS EXEMPT FROM TAXATION UNDER SECTION 501(C)(3) OF THE INTERNAL REVENUE CODE:

- (5) A PRIVATE ELEMENTARY OR SECONDARY SCHOOL THAT:

- (I) EITHER HAS BEEN ISSUED A CERTIFICATE OR APPROVAL FROM THE STATE BOARD OF EDUCATION OR IS ACCREDITED BY THE ASSOCIATION OF INDEPENDENT SCHOOLS; AND
- (II) IS EXEMPT FROM TAXATION UNDER SECTION 501 (C)(3) OF THE INTERNAL REVENUE CODE:

OR

- (6) A NONPUBLIC INSTITUTION OF HIGHER EDUCATION UNDER SECTION 17-106 OF THE EDUCATION ARTICLE.

A PRIVATE ELEMENTARY OR SECONDARY SCHOOL OR A NONPUBLIC INSTITUTION OF HIGHER EDUCATION MAY NOT PURCHASE RELIGIOUS MATERIALS UNDER THIS CONTRACT

THE RIGHT TO PURCHASE UNDER THIS SECTION SHALL BE IN ADDITION TO, BUT

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TERMS (cont'd):

NOT IN SUBSTITUTION FOR, THE APPLICABLE PURCHASING POWER GRANTED TO ANY OF THE LISTED ENTITIES PURSUANT TO ANY STATUTORY OR CHARTER PROVISION.

ALL PURCHASES UNDER THIS CONTRACT BY ANY SUCH ENTITY WHICH IS NOT A UNIT OR AGENCY OF THE STATE OF MARYLAND FOR WHICH THE STATE OF MARYLAND MAY BE HELD LIABLE IN CONTRACT (1) SHALL NOT CONSTITUTE A PURCHASE OR CONTRACT BETWEEN THE CONTRACTOR AND THAT ENTITY ONLY, (2) SHALL NOT CONSTITUTE A PURCHASE OR CONTRACT OF THE STATE OF MARYLAND, (3) SHALL NOT BE BINDING OR ENFORCEABLE AGAINST THE STATE OF MARYLAND OR ANY OF ITS UNITS OR AGENCIES, AND (4) MAY BE SUBJECT TO OTHER TERMS AND CONDITIONS AGREED TO BY THE CONTRACTOR, AND THE PURCHASER. CONTRACTOR BEARS THE RISK OF DETERMINING WHETHER OR NOT ANY ENTITY FROM WHICH THE CONTRACTOR RECEIVES AN ORDER UNDER THE CONTRACT IS A UNIT OR AGENCY OF THE STATE OF MARYLAND SUCH THAT THE CONTRACT MAY BE ENFORCED AGAINST THE STATE OF MARYLAND.

THE VENDOR/CONTRACTOR HAS TEN (10) CALENDAR DAYS FROM THE DATE OF THE AWARD TO INITIATE THE PROCESS OF PUTTING THEIR ONLINE ECATALOG OF CONTRACT ITEMS ON THE EMARYLAND MARKETPLACE. FAILURE BY THE VENDOR/CONTRACTOR TO DO SO, INCORPORATING THE TERMS AS LISTED ABOVE AND OTHERWISE COMPLYING WITH THE CONTRACT, WILL BE CAUSE TO REASSESS THE CONTRACT WITH THE VENDOR/CONTRACTOR AND MAY RESULT IN DEFAULT OF THE CONTRACT AND/OR BREACH OF THE CONTRACT, AND COULD RESULT IN TERMINATION OF THE CONTRACT FOR DEFAULT.

ALL COSTS AND EXPENSES OF COMPLYING WITH THIS PROVISION SHALL BE BORNE BY THE CONTRACTOR AT NO ADDITIONAL COST TO THE STATE.

FOR ADDITIONAL INFORMATION CONCERNING EMARYLAND MARKETPLACE, PLEASE CONTACT WAWAU.SAKALO@MARYLAND.GOV.

CONTRACT VALUE ESTIMATION: CONTRACT QUANTITY AND VALUE IS ESTIMATED AT \$222,942.61 AND SHOULD NOT BE CONSTRUED AS ANY MINIMUM OR MAXIMUM GUARANTEE. THE CONTRACT SHALL BE FOR THE ACTUAL NEEDS OF THE AGENCY, AND MAY VARY APPRECIABLY FROM THE STATED ESTIMATE(S). RELEASES SHALL BE MADE AS REQUESTED BY THE USING AUTHORITIES ON AN "AS-REQUIRED" BASIS.

CONTRACT ACCEPTANCE: THE BLANKET PURCHASE ORDER (BPO) ISSUED AS A RESULT OF THE INVITATION TO BID (ITB #001IT819654) AND ANY SUBSEQUENT AMENDMENTS, MODIFICATIONS, OR OPTIONS ISSUED RELEVANT TO THE ITB OR BPO, SHALL COMPLY WITH ALL OF THE TERMS, CONDITIONS, AND SPECIFICATIONS ISSUED WITH THE ITB (#001IT819654) AND ARE

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INCORPORATED HEREIN AND MADE A PART OF THIS BPO.

<u>LINE #</u>	<u>STATE ITEM ID</u>	<u>U/M</u>	<u>UNIT COST</u>		
0001	61519-RP4163	EA	8.0500		

REFILLS, ORIGINAL AT-A-GLANCE/DAYRUNNER FILLER, STANDARD TWO
PAGE-PER-DAY FORMAT, WHITE OPAQUE PAPER WITH LIGHT GREEN COLOR
COMBINATION FOR SCHEDULING. SIZE: 4-1/4 X 6-3/4 PAGE. FORMAT:

JANUARY 14 - DECEMBER 14
FRANKLIN COVEY NO. 35414
APRIL 13 - MARCH 14
FRANKLIN COVEY NO.
JULY 13 - JUNE 14
FRANKLIN COVEY NO.

NOTE: MUST STATE QUARTER WHEN ORDERING

0002	61519-RP5585	EA	9.7200		
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REFILLS, AT-A-GLANCE/DAYRUNNER CLASSIC FILLER, STANDARD TWO
PAGE-PER-DAY FORMAT, WHITE OPAQUE PAPER WITH LIGHT GREEN COLOR
COMBINATION FOR SCHEDULING. SIZE: 5 1/2 X 8 1/2 PAGE. FORMAT:

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JANUARY 14 - DECEMBER 14
FRANKLIN COVEY NO. 35419
APRIL 13 - MARCH 14
FRANKLIN COVEY NO.
JULY 13 - JUNE 14
FRANKLIN COVEY NO.

NOTE: MUST STATE QUARTER WHEN ORDERING

0003	61519-RP8511	EA	11.2400
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REFILLS, AT-A-GLANCE/DAYRUNNER FILLER, STANDARD TWO PAGE-PER-DAY
FORMAT, WHITE OPAQUE PAPER WITH LIGHT GREEN COLOR COMBINATION FOR
SCHEDULING. SIZE: 8 1/2 X 11 PAGE. FORMAT:

JANUARY 14 - DECEMBER 14
FRANKLIN COVEY NO. 35427
APRIL 13 - MARCH 14
FRANKLIN COVEY NO.
JULY 13 - JUNE 14
FRANKLIN COVEY NO.
FRANKLIN COVEY NO.

NOTE: STATE QUARTER WHEN ORDERING

0004	61519-110722-R	EA	1.7800
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DESK CALENDAR, RECYCLED MATERIAL, MONTHLY FORMAT, JANUARY THRU
DECEMBER. 17 X 22" VINYL HEADBAND AND CORNERS. AT-A-GLANCE SK24000,
NO SUBSTITUTE

0005	61519-121925-R	EA	3.6900
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WALL CALENDAR, PLAN-A-MONTH, 15.5" X 22.75", RECYCLED MATERIAL.
AT-A-GLANCE #PM328, NO SUBSTITUTE

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0006	61519-230458-R	EA	1.9000	
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CALENDAR REFILL, TEAR-OFF STYLE. PAGE SIZE APPROXIMATELY 5" X 8",
RULED HALF-HOURLY APPOINTMENTS. PRINTED WITH SOY BASED INKS.
BROWNLIN #C4R, MEAD AT A GLANCE #E458-00 OR EQUAL.

0007	61519-230919-R	EA	1.9300	
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CALENDAR REFILL, RECYCLED MATERIAL, LOOSELEAF STYLE, PAGE SIZES
APPROXIMATELY 3 1/4" X 4". TWO PAGES FOR EACH WEEK DAY, EACH DAY TO
STATE IN BOLD PRINTING: DATE, MONTH, YEAR AND WEEKDAY. TO SHOW
PRESENT, PRECEDING AND FOLLOWING MONTH. 100% RECYCLED MATERIAL WITH
MINIMUM 30% POST CONSUMER WASTE. PRINTED WITH SOY BASED INKS.
MEAD AT-A-GLANCE E91950 OR EQUAL.

0008	61519-240717-R	EA	.8600	
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CALENDAR REFILL, RECYCLED MATERIAL. LOOSELEAF STYLE, PAGE SIZES
APPROXIMATELY 3 1/2" X 6". TWO PAGES FOR EACH WEEKDAY. EACH DAY TO
STATE IN BOLD PRINTING: DATE, MONTH, YEAR AND WEEKDAY. TO SHOW
PRESENT, PRECEDING AND FOLLOWING MONTHS. 100% RECYCLED MATERIAL WITH
MINIMUM 30% POST CONSUMER WASTE. PRINTED WITH SOY BASED INKS.
MEAD AT-A-GLANCE #E717R50, BROWNLIN #C2R OR EQUAL.

0009	61519-300017	EA	2.5700	
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BASES: PLASTIC EQUIPPED WITH PROTECTIVE FEET. TO CONTAIN A MINIMUM OF
10% POST-CONSUMER WASTE. COLOR: BLACK. THIS BASE IS USED WITH
CALENDAR REFILL E71750. MEAD AT-A-GLANCE #R1700, BROWNLIN #C2S OR
EQUAL.

0010	61519-300019	EA	3.0900	
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BASES: PLASTIC EQUIPPED WITH PROTECTIVE FEET. TO CONTAIN A MINIMUM OF
10% POST-CONSUMER WASTE. COLOR: BLACK. THIS BASE IS USED WITH THE
CALENDAR REFILL E-91950
MEAD AT-A-GLANCE #E1900, BROWNLIN #C1S OR EQUAL.

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0011	61519-300058	EA	3.2100	
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BASES: FOR TEAR-OFF STYLE CALENDAR REFILLS. PLASTIC EQUIPPED WITH PROTECTIVE FEET. TO CONTAIN A MINIMUM OF 10% POST-CONSUMER WASTE. COLOR: BLACK. BASE TO BE USED WITH THE CALENDAR REFILL E-45850. AT-A-GLANCE #E5800, BROWNLIN #C4S OR EQUAL.

0012	61519-463000-R	EA	2.8500	
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APPOINTMENT BOOK, WEEKLY, RECYCLED MATERIAL, FLEXIBLE COVER, WIRE-BOUND. COLOR: BLACK. ONE WEEK TO AN OPENING. LINED TO SEPERATE APPOINTMENTS. APPROXIMATELY 4 7/8" X 8". RECYCLED MATERIAL WITH MINIMUM 30% POST CONSUMER WASTE, PRINTED WITH SOY BASED INKS. AT-A-GLANCE #G20000, BROWNLIN #CB75BLK OR EQUAL.

0013	61519-463604-R	EA	2.9100	
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WEEKLY APPOINTMENT BOOK, RECYCLED MATERIAL, FLEXIBLE COVER, WIREBOUND. APPROXIMATE SIZE 6" X 3 3/4". COLOR: BLACK. ONE WEEK TO AN OPENING, LINED TO SEPARATE APPOINTMENTS. WITH TABBED TELEPHONE INDEX. RECYCLED MATERIAL WITH A MINIMUM 30% POST CONSUMER WASTE, PRINTED WITH SOY BASED INKS. AT-A-GLANCE #G25000, BROWNLIN #CB100J.BLK OR EQUAL

0014	61519-463804-R	EA	2.9300	
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WEEKLY APPOINTMENT BOOK, RECYCLED MATERIAL, FLEXIBLE COVER, WIREBOUND APPROXIMATE SIZE 8" X 4 7/8". ONE WEEK TO AN OPENING, LINED TO SEPARATE APPOINTMENTS. WITH TABBED TELEPHONE INDEX. RECYCLED MATERIAL WITH A MINIMUM 30% POST CONSUMER WASTE AND PRINTED WITH SOY BASED INKS. AT-A-GLANCE #G21000, BROWNLIN #CB100.BLK OR EQUAL.

0015	61519-473907-R	EA	2.4300	
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APPOINTMENT BOOK, MONTHLY, FLEXIBLE COVER, WIREBOUND, SHOWS ONE FULL

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MONTH ACROSS TWO FACING PAGES. APPROXIMATE SIZE 8 3/4" X 6 7/8".
LARGE SQUARES FOR EACH DAY. RECYCLED MATERIAL WITH A MINIMUM 30% POST
CONSUMER WASTE, PRINTED WITH SOY BASED INKS.
AT-A-GLANCE #G4000, BROWNLIN #CB1200.BLK OR EQUAL.

0016	61519-473911-R	EA	2.4200	
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APPOINTMENT BOOK, MONTHLY, FLEXIBLE COVER, WIREBOUND, SHOWS ONE FULL
MONTH ACROSS TWO FACING PAGES. APPROXIMATE SIZE 7 7/8" X 11 7/8".
LARGE SQUARES FOR EACH DAY. RECYCLED MATERIAL WITH A MINIMUM 30% POST
CONSUMER WASTE. PRINTED WITH SOY BASED INKS.
AT-A-GLANCE #SK2000, BROWNLIN #CB1262.BLK OR EQUAL.

0017	61519-932000-R	EA	4.9300	
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DIARIES, HARDBOUND, RED COVER, FULL PAGE FOR EACH DAY W/RULED LINES,
FRONT TELEPHONE SECTION. APPROXIMATE SIZE 6 1/2" X 4 3/16".
CHIPBOARD/FIBERBOARD BACKING OF HARDCOVER RECYCLED MATERIAL WITH A
MINIMUM OF 30% POST CONSUMER WASTE. PRINTED WITH SOY BASED INKS.
AT-A-GLANCE #SD38513, BROWNLIN #CB385RED OR EQUAL.

0018	61519-932806-R	EA	4.4000	
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DIARIES, HARDBOUND, RED COVER, FULL PAGE FOR EACH DAY W/RULED LINES,
FRONT TELEPHONE SECTION. APPROXIMATE SIZE 7 1/2' X 5".
CHIPBOARD/FIBERBOARD BACKING OF HARDCOVER RECYCLED MATERIAL WITH A
MINIMUM OF 30% POST CONSUMER WASTE. PRINTED WITH SOY BASED INKS.
AT-A-GLANCE #SD38713, BROWNLIN #CB387RED OR EQUAL.

0019	61519-932906-R	EA	3.4200	
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DIARIES, HARDBOUND, RED COVER, FULL PAGE FOR EACH DAY W/RULED LINES,
FRONT TELEPHONE SECTION. APPROXIMATE SIZE 8 1/4" X 5 3/4".
CHIPBOARD/FIBERBOARD BACKING OF HARDCOVER RECYCLED MATERIAL WITH A
MINIMUM OF 30% POST CONSUMER WASTE. PRINTED WITH SOY BASED INKS.
AT-A-GLANCE #SD38913, BROWNLIN #CB389RED OR EQUAL.

END OF ITEM LIST

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AUTHORIZED BY: _____ **DATE:** _____

BUYER AUTHORIZED DESIGNEE